
	LOS LUNAS POLICE DEPARTMENT		
	ADMINISTRATION	NUMBER: ADM.18.01	EFFECTIVE DATE: June 18, 2010
	SUBJECT: Contract Services (Special Services)		REVIEW DATE: July 2, 2015
	AMENDS/ SUPERSEDES:	NMSA:	
NMMLEPSC STANDARDS: — ADM.18.01 —		APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE  Signature	

I. STATEMENT OF PURPOSE:

Police services are at times requested for special events throughout the year in the Village of Los Lunas jurisdiction. Businesses and other interest groups are required to hire security officers as per service agreement through the Village administration office prior to any activity that requires police presence. Special events may include but are not limited to sporting events, parades, gatherings, marches, concerts, and political conventions.

A. Procedures

1. The Deputy Chief or his designee is responsible for coordinating the number of officers present at the function and their duties.
2. It is the responsibility of the individual coordinating the event to develop a written plan that establishes at a minimum:
 - a. Use of special operations personnel, if needed;
 - b. Necessary equipment available;
 - c. Designation of a single person or position as supervisor and coordinator for the coverage of a given event;
 - d. Written estimate of traffic, crowd control and crime problems expected for any given event;
 - e. Logistical requirements;
 - f. Coordination inside and outside the agency;
 and

- g. A contingency plan for traffic direction and control, which should include, if applicable:
 1. Entry and exit of vehicular and pedestrian traffic;
 2. Adequate parking facilities;
 3. Spectator control;
 4. Public transportation;
 5. Relief of officer assigned to point traffic control;
 6. Emergency vehicle access;
 7. Alternate routes for through traffic;
 8. Use of temporary traffic control devices;
 9. News media access.
 10. Ensure all permits are acquired; copy of the plan should be distributed in the following manner:
 - A copy will be posted in the office.
 - A copy will be submitted through the chain of command with provisions for each staff member to acknowledge the information was received.

B. After-event report

1. The supervisor coordinating the event will complete an after-event report, when requested the report will detail any problems encountered during the event and resolutions or changes that should be considered before the next event.
2. A copy of the after-event report should be forwarded through the chain of command.

- C. Officers will submit overtime through the NOVA time system to their supervisor. The pay rate for officers working the special events (contract services) is currently thirty dollars (\$30.00) an hour. The rate of pay is subject to change if the Chief of police, Village administrator and the organizations responsible person agree to the change in the rate of pay.